

 <div>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</div> <div>CHILD CARE CENTERS POLICY & PROCEDURE MANUAL</div>	ISSUED	REVISED	CHAPTER	SECTION
	3/91	1/16	4	4.4
CHAPTER Chapter 4. The Reimbursement System	SUBJECT For-Profit Title XX Centers			

Once for-profit Title XX centers are approved for the Program, they may submit a claim for reimbursement only for those months when 25% of the enrolled children or licensed-capacity (whichever is less) are Title XX beneficiaries. Independent for-profit Title XX centers and sponsoring organizations of these centers must submit the number of enrolled children and the number of children receiving Title XX benefits for each month that CACFP reimbursement is claimed.

To evaluate eligibility, the following steps must be taken each month:

- Determine the number of children, including infants that were enrolled in *and* in attendance at least one day for the claim month. Children in attendance include part-time and drop-in care. All children (and infants) in attendance must be included in the total regardless of whether they were claimed for a meal.
- Compare this number (total enrolled children by reimbursement category who attended at least one day) to the licensed capacity of the center. Determine which of the two numbers (“total enrollment” or License Capacity) is the smallest. Use the smaller of the two numbers.
- Determine the number of Family Support Division (FSD, aka Social Services, State vendor, “Title XX”) eligible children **OR** the number of free or reduced eligible children that were enrolled in *and* in attendance at least one day for the claim month. Count the total number of children listed on the vendor billing for the claim month. Verify that each FSD child reported was in attendance at least one day during the claim month. Enter the total number in Field 13 or 14 of the Center Claim.
- Divide the number of FSD or free/reduced-price eligible children by the total enrollment or license capacity, whichever is less. If this number is greater than or equal to 0.250, you may submit a claim for reimbursement for that month and check the first certification statement in Field (15).
- If the number is less than 0.250, your center is not eligible for reimbursement for this month. You will check the second certification statement in Field (15), and continue the claims submission process. The claim will be submitted to the state with the meal information removed since it will not be paid.

The following examples illustrate:

Jefferson Center has a licensed capacity of 45 children. The attendance records indicate that 50 children were enrolled and in attendance for at least one day during the month of October. Of those 50 children, 12 were FSD beneficiaries.

$$12 \text{ divided by } 45 = .26 \text{ (26\%)}$$

For this example, the center could claim for October because .26 (26%) is greater than .25 (25%).

Washington Center has a licensed capacity of 60 children. The attendance records indicate that 53 children came in at least one day during the month of October. Of those 53 children, 13 were FSD beneficiaries.

$$13 \text{ divided by } 53 = .2453 \text{ (24\%)}$$

For this example, the center could not claim for October because .2453 (24%) is less than .25 (25%), and may not be rounded up to .25 (25%).